

FIRST MAINTENANCE

YOUR PROPERTY, OUR PRIORITY

LANDLORD FEE SCHEDULE

Rent Collection and Full Management Fees

<p>Full Management</p> <p>Percentage of the rent payable monthly – this includes:</p> <ul style="list-style-type: none">• Rent Collection: Ensuring timely rent collection and disbursing payments to landlords.• Maintenance and Repairs: Coordinating and conducting routine maintenance and necessary repairs through our dedicated maintenance team, including day-to-day management.• Property Inspections: Performing property inspections to ensure the property is well-maintained and compliant with regulations, with one visit per year. Additional visits can be made upon request.• Tenant Communication: Handling tenant inquiries, concerns, and disputes efficiently.• Bill Payments and Working Fund Management: Holding a working fund and making payments for utilities, insurance, and other property-related expenses where applicable.• Utility Management: Providing utility suppliers with meter readings at the start and end of tenancies.• Safety Checks: Organising gas safety records, electrical safety tests, and smoke and carbon monoxide alarm checks.• Financial Reporting: Providing monthly and annual financial statements detailing rental income, expenses, and any other financial activity.• Compliance: Ensuring the property complies with all local, state, and federal regulations, including health and safety standards.• Emergency Response: Providing 24/7 emergency maintenance services for urgent issues.• Risk Management: Maintaining and updating a property risk register and implementing risk mitigation strategies.• Supplier Management: Overseeing contracts and relationships with external suppliers and service providers.• Insurance Claims: Assisting with filing insurance claims for damages or losses incurred on the property.• Project Management: Managing property improvement projects, including planning, budgeting, and overseeing work completion.• End of Tenancy Management: Managing the end of tenancy process and handling deposit returns.	10% of the rent
<p>Rent Collection Service Only</p> <p>Percentage of the rent payable monthly.</p>	7% of the rent
Inventory/Check Out Preparation	Full inventory services available, charges vary.
Compliance Indemnity	£12.00 per month
Contract Termination Fee	60 day notice period

Additional Fees – First Maintenance does not charge a fee on top of contractor property maintenance costs excluding the below:

Carbon monoxide detectors and smoke alarms	Contractor installation invoice + £31.00 for each alarm.
Instruction of either a gas safety record or electrical certificate	Contractor invoice + £30.00 arrangement.
EPC (Energy Performance Certificate)	£149.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£49.00
Green Deal Assessment – This includes an EPC but also provides a detailed additional information about potential energy-saving measures and their costs.	£160.00
Key Cutting	Invoice value plus £12.00
Project manage on behalf of the Landlord any major works exceeding £500.00	No Fee
Property Inspections and Visits Additional visit requests made by the agent to the property at the instruction of the Landlord	£80.00